
MOUNT ROYAL UNIVERSITY ALUMNI ASSOCIATION CHILD AND YOUTH STUDIES ALUMNI CHAPTER CONSTITUTION

The official name of this chapter/branch shall be the Mount Royal University Alumni Association Alumni Chapter of the Child and Youth Studies (MRUAA – ACCYS).

MISSION

To provide opportunities for Child and Youth Studies alumni to network and form partnerships with others in the Mount Royal University community

To promote opportunities available to Child and Youth Studies alumni for academic and professional development at Mount Royal University

To increase awareness of the Child and Youth Studies programs

To promote and advocate for the professions related to the Child and Youth Studies programs

To collaborate with, mentor and support current Child and Youth Studies students

To promote the interests and welfare of the Chapter and the Mount Royal University Alumni Association (MRUAA)

AFFILIATIONS OF THE CHAPTER

Chapter is affiliated with the MRUAA and its associated chapters and branches and shall comply the MRUAA Chapter and Branch handbook.

MEMBERSHIP

The membership shall be open to Child and Youth Studies Alumni who attended programs at Mount Royal College/University and fit the criteria for alumni status including: Bachelor of Applied Child Studies, Child and Youth Care Counsellor Diploma, and Early Learning and Child Care Certificate/Diploma

The membership shall also be open to retired faculty

The Chapter Board of Directors will review and consider applications for membership outside of the above criteria.

NON-DISCRIMINATION

All provisions of this Constitution shall be applied to all members without discrimination based on race, national or ethnic origin, colour, religion, sex, age, sexual orientation, mental or physical disability and/or characteristics.

BOARD OF DIRECTORS

The membership of the Board of Directors shall consist of minimum of eleven (11) elected members, including:

Executive Board

1. The President;
2. The Vice-President;
3. Treasurer;
4. Secretary;

Board

5. Chapters will include a minimum of seven (7) director-at-large positions including one (1) directors-at-large elected by the membership from each of the three program area and one (1) director-at-large representing the faculty/department associated with the chapter and one (1) director-at-large from each of the three program areas that represents the student community

All Chapter members belonging to the Board of Directors hold voting privileges as all Regular and Annual General Meetings. All Board members shall be voting members except the president who may only vote in the case of a tie.

TERM OF BOARD OF DIRECTORS

All Executive Board shall hold office for a minimum period of two (2) years commencing at the first Annual General Meeting (AGM – Oct. 2010) at which he or she is appointed. This is to ensure that only half of the executive members are newly elected at each AGM. An executive member whose term is finished, may stand for re-election In the event a vacancy occurs on the Board of Directors, the board shall appoint a member of the Chapter to fill the unexpired term of the vacant seat. The Director-at-large positions shall hold office for a minimum period of one (1) year.

- For the first year of the ACCYS (Oct 2009 to Oct 2010), two of the four executive will hold two year terms and the remaining two will hold three years, terms to be decided among the executive members themselves.

ELECTIONS BY THE CHAPTER

The procedures for Candidature shall be as follows:

- Elections for the Board will be by the General Members of the Chapter and will take place at the AGM.
- Elections shall be by majority vote of those members present at the AGM.

BOARD OF DIRECTORS OF THE CHAPTER

The duties of each Director of the Board include, but are not limited to, the following:

NOTE: One member of Board of Directors must be assigned to be the main Alumni Relations contact for the Chapter.

The **President** shall perform the following duties while holding Board membership within the Board:

- Promote the interests and welfare of both the Chapter and MRUAA.
 - Chief Officer and primary spokesperson for the Chapter.
 - Oversee the activities of the Chapter Board of Directors to ensure that the purpose of the Board is fulfilled.
 - Be responsible for the operations of the Chapter.
 - Oversee and coordinate partner opportunities between the Chapter and MRUAA members.
 - Be familiar with the Chapter Constitution, Alumni Association policies, and the terms of the MRUAA Chapter and Branch Handbook.
 - Act as the chairperson for all Annual General Meetings and Board meetings.
 - Act as the official interpreter of the Chapter Constitution should the meaning or directive of any of its points come under question by other members of the Board of Directors or the membership at large.
- *The President only has voting privileges in the event of a tie vote.

The **Vice-President** shall perform the following duties while holding Board membership within the Chapter:

- Promote the interests and welfare of the Chapter and the MRUAA.
- Oversee Chapter membership and recruitment of members.
- Be familiar with the Chapter Constitution, Alumni Association policies, and the terms of the MRUAA Chapter and Branch Handbook.
- Act as the chairperson for all meetings when the President is unavailable.

The **Treasurer** shall perform the following duties while holding Board membership within the Chapter:

- Promote the interests and welfare of the Chapter and the MRUAA.
- Oversee all financial reports of the Chapter including the submission of expense approval requests and all expense documentation to the Office of Alumni Relations.
- Report the financial activity of the Chapter at all Annual General Meetings and/or when called upon by the President and the Board.
- Be familiar with the Chapter Constitution, Alumni Association policies, and the terms of the MRUAA Chapter and Branch Handbook.

The **Secretary** shall perform the following duties while holding Board membership within the Chapter:

- Promote the interests and welfare of the Chapter and the MRUAA.
- Record and maintain minutes at all Chapter meetings and meetings of the Board including the AGM.
- Distribute minutes to appropriate Chapter members and to the Office of Alumni Relations.
- Prepare an agenda with the President for all meetings.
- Record attendance at all meetings.
- Maintain a calendar of events.
- Be familiar with the Chapter Constitution, Alumni Association policies, and the terms of the MRUAA Chapter and Branch Handbook.

The **Directors-at-large** shall perform the following duties while holding Board membership within the Chapter:

- Promote the interests and welfare of the Chapter and the MRUAA.
- Provide assistance in projects, initiatives or programs planned by the Board.
- **Be familiar with the Chapter Constitution, Alumni Association policies, and the terms of the MRUAA Chapter and Branch Handbook.**
- A minimum of one director-at-large position will be a director-at-large/Department of Child Studies representative. The department representative will facilitate communication between the associated University department and the chapter and will also perform the same duties as other directors-at-larges
- A minimum of three director at-large positions will be program representatives from the three areas associated with the Department of Child Studies, i.e. Bachelor of Applied Child Studies, Child and Youth Care Counsellor Diploma, and Early Learning and Child Care Certificate/Diploma. They will consider the interest of their program alumni, and will also perform the same duties as other directors-at-large.
- A minimum of three director-at-large will be student representative's positions. The student representative will consider the student interests and facilitate communication between the students in their program area and the larger Child and Youth Studies student community and will also perform the same duties as other directors-at-large.

MEETINGS

Board

The Board of Directors shall hold a minimum of four meetings per year.

General Chapter Meetings

The Chapter shall hold an Annual General Meeting each year, as scheduled by the Board of Directors.

Special meetings of the Chapter may be called at any time by the Board of Directors.

A special meeting of the Chapter may be called by the President upon the written request of five members.

QUORUM

Board Meetings

Quorum for the valid transaction of business of the Board of Directors shall be reached through the participation and attendance of fifty per cent (50%) of the Board of Directors including at least two (2) executive board members.

Annual General Meetings

Quorum for the AGM shall be 12 or more members of the Chapter, including at least fifty per cent (50%) of the Board of Directors.

FINANCES

Chapters must apply for funding through the Office of Alumni Relations according to the guidelines in the Chapter and Branch Handbook. All Chapter expenses must be approved by the Office of Alumni Relations and all funds collected, disbursed and held must be officially accounted for.

A complete fiscal year-end report must be provided to the Office of Alumni Relations and presented at the Chapter's Annual General Meeting.

Fiscal Year

The fiscal year of the Chapter shall be the same as that of Mount Royal University.

DISSOLUTION, FUNDRAISING, AND REPORTING

Dissolution

Dissolution of the Chapter may be reached by:

A ninety per cent (90%) vote of the General Membership at an AGM;

Or

If the Chapter does not elect a Board of Directors and/or conduct any activities or events for its members for 24 consecutive months, the Chapter will be considered inactive and will be dissolved.

In the event that the Chapter is dissolved or terminated, all remaining assets after payment of liabilities shall be disbursed to the MRUAA.

Fundraising

The Chapter must consult with the Office of Alumni Relations prior to engaging in any fundraising activity. If fundraising activities are approved, the Chapter will comply with all Fundraising policies of MRU, the MRUAA, and the Mount Royal University Foundation.

Reporting

If required, all information and lists of members of the Chapter generated in the course of the activities of the Chapter shall be transferred to the Office of Alumni Relations upon request of the Director of Alumni Relations. All Chapter information and lists of members will be handled in accordance with relevant University privacy policy and privacy legislation.

IMPEACHMENT

Impeachment of any member of the Board may be initiated for any of the following reasons:

- Consistent inability to carry out duties of the office without just cause.
- Excessive absence or tardiness.
- Criminal behaviour.
- Behaviour inconsistent with the mission of the Chapter.

Impeachment may be brought to the floor by any active member of the Chapter. The defendant may argue his or her case before the Chapter Board of Directors.

In the case of a vote by the Board of Directors, the Board must vote unanimously for the impeachment to occur. In the case of a full Chapter Board vote, 75% of the Chapter present must vote favourably for impeachment to occur. In either case, the defendant does not get a vote.

AMENDMENTS

This constitution may only be amended during a General Meeting of the Chapter, based on the approval of at least seventy-five per cent (75%) of the members present. Prior to the General Meeting, the amendment must first be approved at a regular meeting of the Board of Directors where it must receive support from at least seventy-five per cent (75%) of the Board members.

PROPERTY

The Chapter shall not be permitted to acquire property.

PARLIAMENTARY PROCEDURE

Where rules or procedures have not been specified in the Constitution, the proceedings of this Chapter shall be determined by the Chapter Board of Directors and conducted in accordance with Robert's Rules of Order.